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27 September 1973

OFFICE OF PERSONNEL NOTICE NO. 20-73-8

SUBJECT : Training Policy and Guidelines for Members of the
Personnel Career Service

- REFERENCES: (1) Government Employees Training Act, PL 85-507,
7 July 1958
(2) Executive Order 11348, 20 April 1967
(3)
(4) , Revised June 1967
(5) DD/S Guidelines for External Training,
27 November 1967

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1. POLICY

It is the policy of the Personnel Career Service to administer a broad program of training for the members of the Personnel Career Service. This policy is specifically designed to:

- a. Train Personnel Career Service members to better equip them in meeting the requirements of the positions to which they are assigned or are to be assigned;
- b. Ensure the continued broadening of Personnel Career Service members by providing a training program which will enhance their career development within the Agency;
- c. Ensure that Agency Personnel Officers keep in touch with developments in personnel management in government and industry.

2. RESPONSIBILITIES

- a. To ensure that training standards are satisfied and that adequate utilization is made of training in the Personnel Career Service, the Office of Personnel's Career Board and Panels are responsible for:
 - (1) Identifying individuals with potential for career development and establishing a training program necessary to maximize this potential in each individual;
 - (2) Establishing a comprehensive training program in conjunction with the Personnel Development Program to ensure that Personnel Officers meet the requirements of the

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various components of the Agency and ensuring that this training program is accomplished within a reasonable period of time;

- (3) Evaluating course offerings of the Agency, other government agencies and external institutions to ensure that the course objectives are compatible with the desired training objectives of the OP Career Service;
 - (4) Ensuring that the desired training standards set forth in paragraph 4 of this Notice are met by individuals in the Office of Personnel Career Service.
- b. The Office of Personnel Training Officer is responsible for providing staff guidance to members of the Personnel Career Service relative to available training courses, assisting in developing OP training requirements and courses designed to satisfy them, and maintaining appropriate training records.

3. CATEGORIES OF TRAINING

- a. Agency Internal Training -- The individual's need for this type of training will, in general, be determined by the career board or panels on the basis of training standards established in paragraph 4 of this Notice. Additionally, requests for training submitted by employees will be considered in light of policy statements contained in this Notice.
- b. External Training

(1) General

- (a) The Government Employees Training Act of 1958 permits financial sponsorship of external training except for the sole purpose of obtaining a degree.
- (b) The Agency will utilize Federal training courses and programs whenever available provided they are determined to adequately meet specific training requirements.
- (c) All Personnel Career Service-sponsored external training courses must be approved by the Director of Personnel and the Office of Training before enrollment, effective 1 November 1973.
- (d) Financial sponsorship of part-time, academic courses is restricted to the payment of tuition and enrollment fees only.

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- (e) Financial sponsorship of external training at non-government facilities is restricted to those employees with one year or more continuous civilian service with the U.S. Government, unless waived by the Deputy Director for Management and Services. In addition, employees must have one year or more of civilian service with the Agency unless waived by the Director of Personnel.

- (2) Management-Initiated Training

If a course is taken by a Personnel Career Service individual at the direction of management, the course will be financially sponsored by the Career Service.

- (3) Employee-Initiated Training

The Personnel Career Service will financially sponsor employee-initiated training provided:

- (a) The requested course is directly related to the individual's present or projected assignment or is reasonably interpreted to be of value for career development;
- (b) The individual has a satisfactory performance record as evidenced by a rating of overall proficient or better on his latest fitness report.

- (4) Senior Government-Sponsored Developmental Training

Selection criteria for this type of training are generally established by the sponsoring institution and senior management of the Agency. Additional criteria may be established by the Director of Personnel as required to meet any specific needs of this Office.

4. TRAINING STANDARDS

Desired training standards are presented here for members of the Personnel Career Service, categorized as to grade status and/or particular position designation. These standards are based on the assumption that the requirements set forth in relative to entrance-on-duty training for clerical and professional personnel have been met and that listed courses or equivalent training have not been previously completed.

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- a. Clerical and administrative personnel GS-04 through GS-06.
 - (1) Administrative Procedures - preferably within the first year of assignment.
 - (2) Fundamentals of Supervision and Management - (One week full-time) - if related to assignment
- b. Personnel GS-07 through GS-12.
 - (1) Intelligence and World Affairs.
 - (2) Managerial Grid.
 - (3) Fundamentals of Supervision and Management - (One week full-time) - if related to assignment.
 - (4) CIA Today and Tomorrow (3 days full-time).
 - (5) Office Management Seminar (4 days full-time) - secretarial only.
 - (6) Effective Writing Workshop (4 weeks part-time) - if applicable to assignment.
 - (7) Management and Services Review: Trends and Highlights - (One week full-time).
 - (8) ADP Orientation (3 days full-time).
 - (9) Reading Improvement (5 weeks part-time) - if related to assignment.
 - (10) Reading Improvement (5 weeks part-time) - if related to assignment.
- c. Personnel GS-13 through GS-15.
 - (1) Advanced Intelligence Seminar (3 weeks full-time).
 - (2) Mid-Career Course.
 - (3) Information Science for Management.
 - (4) ADP Orientation (3 days full-time).
 - (5) Effective Briefing (10 weeks part-time) - GS-14 and above.
 - (6) Advanced Management (3 weeks full-time).

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5. LIMITATIONS

The extent to which the above goals can be implemented will be contingent upon such factors as availability of training funds allocated and demands on manpower. New courses may be added as they become available.



John F. Blake
Director of Personnel

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